

## Chapter 7 – Personal Property

### Introduction

Capital equipment reconciliation for personal property

Capital equipment is one of the three major components of the Service's financial Statement line item for Plant, Property and Equipment (PP&E). The capital equipment component is comprised of costs incurred for equipment which meets the Service's capitalization \$25,000 threshold (e.g. moveable personal property items such as motor vehicles, boats, and computer and communication equipment). Each Region's Division of Contracting and General Services (CGS) uses the Personal Property Management System (PPMS) to track capitalized equipment.

### POLICY

CGS chiefs

The CGS chiefs serve as the property officer for their respective Regions. The chiefs monitor the personal property program, carry out policy guidance on all matters pertaining to personal property management, and develop any supplemental procedures necessary to carry out this guidance with the approval from the program administrator, who is normally the Regional director or assistant Regional director. The CGS chief may delegate to his/her personal property staff the responsibility to input, change, or delete information contained in the PPMS. When inventory adjustment or document transactions are processed within the PPMS, the CGS chief is the only individual who may approve adjustments to previous established personal property detail records.

### POLICY

PPMS system administrator

The PPMS system administrator provides the Denver Finance Center (FC) a monthly spreadsheet to report Regional additions and deletions for capitalized equipment. Both a detail and summary report is provided. The FC then populates the spreadsheet manually using information from the Federal Finance System (FFS). The FC also maintains a spreadsheet to calculate depreciation on all capitalized equipment.

☞ Capitalized equipment (SGL 1750) is acquired through the Service's contracting process and captured in the FFS under budget object class codes (BOC) 311A through 311Z.

### POLICY

Assignment of Budget Object Class (BOC) codes

Purchasing officers and contracting officers with assistance from Regional personal property staff assign BOCs 311A through 311Z during the acquisition process to record personal property assets. Acquisitions are then electronically transmitted to the FFS to add to the general ledger account 1750, Capital Equipment. The general ledger is used to produce financial Statements and other budgetary reports.

### POLICY

Regional directors

Regional directors are authorized to reassign and transfer personal property to and from the Service using the PPMS and DOI intra-agency with DI-104, *Transfer of Property* (see Appendix 9, 160). They may also screen excess personal property from other Federal agencies by using the Department of the Interior's Screen Available and Exchange-Sale (SAVES) and the General Services Administration (GSA) GSAXcess™. Contact your CGS office to obtain the DOI excess or GSA declared surplus property. If no DOI intra-agency chooses the DOI excess, then it rolls over to the GSA GSAXcess™ for advertisement to other Federal agencies. If no Federal agency chooses the asset, GSA declares the asset surplus by assigning a surplus release date. The asset may then be donated. For donations, a memorandum is used; it will include the name and phone number of the contact person, a complete address, description, the condition code, the Federal Supply Classification group, and quantity of the personal property being reported. The recipient must sign and return the memorandum to CGS. The disposal of personal property also includes foreign excess property. Contact your CGS office to obtain the DOI excess or GSA declared surplus property.

☞ Pursuant to specific statutes, Regional and assistant directors are authorized to accept donations of personal property not to exceed \$25,000 when such donations are compatible with Service mission and authorities and for which the contributor will receive no direct benefit from the Service. These statutes include the Fish and Wildlife Coordination Act, National Wildlife Refuge System Administration Act as amended, and Fish and Wildlife Foundation Act.

## POLICY

Accountable  
Property Officer  
(APO)

The Accountable Property Officer (APO) can be a division chief, branch chief, project leader, refuge manager, or a comparable position. The APO is responsible for ensuring that prescribed inventories are conducted. However, the APO may delegate the handling of the inventory to the Custodial Officer (CO). A complete physical inventory of all controlled personal property is conducted at least annually. The servicing CGS office coordinates the scheduling of the annual physical inventories of controlled property.

## GUIDANCE

Personal  
property  
documentation

It is the policy of the Service to formally document the receipt of all personal property using a DI-102, *Receiving Report* (Appendix 9, 160), regardless of the method of acquisition. This includes, but is not limited to, personal property, which is acquired from commercial sources, fabricated in Government shops, donated, recovered, or obtained by transfer from another Government agency. The DI-102, *Receiving Report* will provide a record of receipt, information for creating a personal property detail record into the PPMS and assign the appropriate organizational account for accountability. The DI-102, *Receiving Report* will also substantiate the FFS disbursement voucher. The DI-102, *Receiving Report* is to be prepared immediately upon receipt of any personal property asset value at \$5,000 or more, and all sensitive personal property which are laptops, firearms, and Global Positioning Devices (regardless of cost). The report must be submitted within 5 work days to the Regional property officer.

The DI-104, *Transfer of Property* form (see Appendix 9, 160) will be used for documenting Regional and DOI intra-agency transfers. The DI-104, *Transfer of Property* is to be submitted within 5 work days to the Regional property officer. Transfers from other Federal agencies other than DOI are added to the PPMS at the net book value (NBV). The PPMS will automatically compute the NBV based upon the original acquisition cost and the model year of the asset.

## GUIDANCE

Monthly PPMS  
reconciliation

Monthly PPMS reports are available for providing FFS and CGS information on Regional capitalized equipment. The CGS can use these reports to review additions and deletions of capitalized equipment against the monthly *Capitalized Equipment Report (CER)* provided from FC. The FC can use the spreadsheet of additions and deletions to annotate data extracted from the FFS. The FC accountant provides a BOC 312 data sheet every month for the Regional personal property staff to review for potential capitalized equipment that may have been miscoded. Any capitalized equipment improperly coded as BOC 312 will be identified on the monthly CER as properly as BOC 311A through 311Z. Any differences noted either by CGS or FC must be resolved prior to the next monthly CER. Depreciation (SGL 1759 – *Accumulated Depreciation*) is calculated for each capitalized equipment asset using straight-line basis and an estimated salvage value of 10% with a life estimated at 5, 10 or 20-year life, depending upon the asset. The FC produces monthly and quarterly asset reports that are run based upon the standard general ledger, which was populated by the FC staff.

☞ It is the responsibility of the Regional CGS staff to ensure that all items of capitalized equipment are entered into the PPMS and to direct that physical inventories of all equipment are conducted annually.

**GUIDANCE**

Entry of  
transferred  
personal  
property into  
PPMS

When documentation is received from the transferring Federal agency, the servicing CGS office enters the original acquisition cost and model year into PPMS. The system automatically records at net book value (NBV). If the transferring Federal agency provides the current NBV at time of transfer, PPMS calculates depreciation beginning with the date that the property was placed in service for FWS.

**PROCEDURE**



Capital  
equipment  
reconciliation

Before working on the Capital Equipment Reconciliation, you will need the following documents:






1. *Capitalized Equipment Reconciliation (CER)* – Provided to Regions by FC
2. *Detail PPMS Transaction Listing Report (DTL)*

Use the procedure below to prepare the Detail PPMS Transaction Listing (DTL):



Step	Action
1	Access PPMS from Internet Explorer.
2	Select the Monthly Transaction Activity for the Region.
3	Select Region.
4	Select Year (choose calendar year, not fiscal year.)
5	Select Month (numerical)

6	Select Capitalized Property Items Only.  Check for changes to & from Cap-Code C.
7	Select All Details.
8	Select Display in Browser.
9	Print.
	Complete.

Use the procedure below to compare the CER to the DTL:

Step	Action
1	Compare capitalized items on the CER to the "Purchase List" on the DTL.
2	Check off the items that match.   This means that the items were entered into PPMS and FFS within the same month.
3	Report those items that appear on the CER but not on the DTL in Section III A (Suspense Items).   This means that these items have been entered into FFS but not PPMS.
4	In the Remarks field, provide any information for the property listed as "suspense item" which will assist the FC in determining the discrepancy.   Check with field offices to see if equipment has been received and a DI 102 not submitted.
5	Report those items that appear on the DTL but not the CER in Section III B (Suspense Items).   This means these items have been entered into PPMS but not FFS.
	Complete.

Use the procedure below to prepare the *Property Reconciliation Report*:

Step	Action
1	Prepare Section I (PPMS Transactions & Month End Totals) using the data from the DTL.   The property transactions of both forms are coded identically for ease in completing.
2	Prepare Section II (CER Report Categories). Complete each field with information from the monthly property records.
3	Prepare Section III (Suspense) as noted above. List any information which may assist the FC in recovering discrepancies.
4	Prepare Section IV (CER) by attaching the CER provided by the FC to the <i>Property Reconciliation Report</i> .
5	Have the chief, Division of Contracting & General Services certify the report, and remit to the Denver Finance Center.
	Complete.

## PROCEDURE

Finance center  
actions

After the completed reconciliations are returned, follow the procedure below:

Step	Action
1	FC moves incorrect classified BOCs via a balance voucher to FFS.
2	FC then reconciles FFS CER and PPMS Detail Transaction Listing using the documents submitted by each Region.  ☞ A comparison is made from the suspense item list.
3	FC enters the data into the Servicewide reconciliation after the questions are answered by the Regions concerning discrepancies.
4	FC then prepares a journal voucher to input disposals and acquisition costs from PPMS into FFS.
☞	Complete.

## POLICY

Due dates

The serving CGS office must return the completed reconciliation to the FC within 10 business days of receipt of the CER from FC. Requests for a more expedient return may be made for the FC at the close of the fiscal year.

### PROPERTY RECONCILIATION REPORT

FOR THE MONTH ENDING:

REGION:

(Note: only input data into the yellow cells. The rest are formulas.)

#### I. PPMS Transactions & Month End Total:

1) Previous PPMS Balance:

2) Property Transactions:

- A) 01 Acquisitions (Transfers from outside FWS):
- B) 02 Purchases:
- C) 04 Transfer Out To Another FWS Region:
- D) 05 Transfer Into From Another FWS Region:
- E) 06 Disposals (Enter as a negative):
- F) 09 Add-ons (Increases):
- G) 10 Decreases (Enter as a negative):

Total Current Month Transactions:

3) Ending PPMS Balance:

**II. CER Report Categories:**

A) Portion Added To Property Records This Month:

B) Portion Incorrectly Classified (311 or other incorrect BOCs):

C) Accountable By Other Regions:

(Added to our CER but another Region is responsible for the item)

D) Previously Added To The Property Records:

\$ -

\$ -

(Note: please input the CER Report Category (A-E) into the column marked "Category" on the CER.

Also, please input the property number for A, C (if known), D, and E into the column marked "Prop #.")

**PROPERTY RECONCILIATION REPORT  
FOR THE MONTH ENDING:  
REGION:**

**III. Suspense Items:**

A) Paid for but not received (e.g. in FFS but not PPMS):

<u>DCN#</u>	<u>Amount</u>	<u>Property #</u>	<u>Remarks</u>

B) Received but not paid for (e.g. in PPMS but not FFS):

<u>Property #</u>	<u>Amount</u>	<u>DCN#</u>	<u>Remarks</u>

C) Miscellaneous Adjustment to prior month's business:

<u>Property #</u>	<u>Amount</u>	<u>DCN#</u>	<u>Remarks</u>

**IV. CER:**

The CER is required to be attached with this report.

I certify that I have reconciled the dollar value of capitalized personal property records with the dollar value reflected in the transactions in the Federal Financial System (FFS).

Chief, Division of Contracting &  
General Services